

# **Bournemouth, Christchurch & Poole Green Party**

## **Officer Role Descriptions**

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## **Role**

**Campaigns Officer** (this role relates to issue and policy based campaigns)

## **Description**

- To liaise with Speakers Group and/or topic groups and local groups, and other Green Party or community/campaign organisations as appropriate, to identify issues on which BCPGP will campaign.
- To plan, organise, and run local activity, including coordinating volunteer teams, in support of agreed campaigning objectives.

Local party campaigning may relate to an election at a ward or constituency, or throughout the year any specific local issue of importance to the community. Most parties are involved in both of these types of campaigning and it is useful to have one person take on this responsibility, supported by other members. So for example, a Local Party might appoint a Ward Campaign Manager for each target ward overseeing leafleting, action days, awareness of local issues, smaller meetings. Or a Green Belt Campaign Manager to spearhead a greenbelt campaign.

Campaigning is the 'bread and butter' of local party activity and is the primary means of achieving desirable change, and engaging with potential new members and volunteers. It brings together many of the activities conducted by local parties such as working with local media, exploiting digital media opportunities, producing leaflets and other printed material, lobbying local organisations and most importantly, working alongside your electorate.

The national party also has a campaigns committee which organises campaigns for all members to get involved in, and the campaigns lead can act as a link with this team. In addition, a local party will almost certainly get asked to become involved in campaigns by local pressure groups, and you will need to be able to respond to these. To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

Campaigners need a wide range of skills and capabilities. They need to listen but know when to be assertive, they need to be good planners and organisers and motivators, and they need to be passionate but caring and dedicated to making positive change. Campaigners also need good written and verbal communications skills as they will have to co-produce campaign literature and vocalise concerns to a wide range of audiences. The Campaign Officer will need to liaise and work closely with other officer roles, especially Media & Comms officers and the Ground Events Officer.

## **Role**

### **Chair**

## **Description**

The Chair has the key role of coordinating BCPGP's political positions and political relationships, in liaison with Speakers Group and steering groups, and within BCPGP's membership democracy framework.

They also chair Extraordinary General Meetings of BCPGP as and when they are called, and have a casting vote in the case of any electoral deadlock at General Meetings.

The Chair may occasionally act as a spokesperson for BCPGP, with the active consent of Speakers Group.

To contribute to formation of the BCPGP strategic plan and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

The role suits an energetic person who is a capable public speaker, able to impartially resolve conflict and understand others, maintain a business-like approach at meetings, and develop an 'overview' understanding of the big issues faced by the area. The role requires a good understanding of GPEW ethos and policy, and the need to work within party structures.

## **Role**

### **Community Organiser (Target To Win)**

## **Description**

To lead on providing support and development resources to ward-based Target To Win (TTW) teams, particularly in their earlier stages, in order to grow their number, size, resilience and activity levels. (TTW teams may be working at either 'target ward', 'reserve ward', or 'development ward' level.)

Activities may include:

- mentoring and signposting for would-be new ward TTW organisers
- supporting the early meetings of a new ward TTW team and/or associated outreach
- developing promotional material to members/supporters to increase awareness of TTW opportunities;
- supporting the embedding in a ward of 'snowflake model' processes to successfully complete (any or all of) publications, leafleting, door-knocking, data-handling, and/or (working with the Ground Events Officer) group action sessions.

The Community Organiser should routinely work closely with the Ward-Based Green Groups Officer who is responsible for supporting the wider Green community to organise wider neighbourhood action and social activity. They should also work closely with the Elections Coordinator and Elections Steering Group.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

This role requires strong practical knowledge of GPEW's Target To Win framework, or the aptitude and willingness to quickly acquire this (for example by reading the GPEW manual and engaging with national training), plus an affinity for grass-roots action, and understanding of the local BCPGP electoral and engagement contexts.

It will suit a self-starting, energetic, well organised individual with strong interpersonal and teamworking skills, who is keen to motivate and support others to contribute to BCPGP's electoral ambitions.

## **Role**

### **Coordinator**

## **Description**

The Coordinator has the key role of providing internal leadership. They will prepare agendas, draft papers and strategies, support and coordinate communications across the party and between elected officers, volunteers, and supporters.

This is the person who drives the party forwards by overseeing the formation of the local party strategic plan and ensuring that party activity is delivered in line with the mandate of the agreed plan in an effective and timely manner, addressing arising problems, ensuring appropriate conduct, ensuring that the party maintains legal, financial, and ethical procedures, ensuring that everyone works within party structures and that correct process is followed, and generally accepting high level responsibility for the party.

To oversee the formation of the local party strategic plan and ensure that party activity is conducted in line with the mandate of the plan in an effective and timely manner.

## **Skills and capabilities**

The role suits a hardworking, energetic, and organised person who is a good communicator, able to impartially resolve conflict and understand others, maintain a business-like approach at meetings, and develop an 'overview' understanding of the big issues faced by the area and BCPGP. The role requires a good understanding of GPEW ethos and governance, the need to work within party structures and follow relevant legislation, and the ability to consult with both Regional and/or National party support as required. This role is demanding and requires a person able to dedicate sufficient time and emotional energy. One may want to consider a job-share arrangement for Coordinator roles, and arrangements for how to cover the role when people are away.

## **Role**

### **Data Officer**

#### **Description** *[interim]*

This is a new role recommended to local parties by GPEW who will be issuing a Job Description in the near future.

In outline, the role involves oversight of BCPGP's systems for storage and retrieval of personal data, supporting other officers and groups with data work, and compliance with Data Protection legislation, GDPR and system security standards – all within the frameworks provided for this by professional staff at GPEW National Office, and working within BCPGP's Admin & Governance Working Group.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

#### **Skills and capabilities** *[interim, pending issuing of GPEW document]*

This role is suited to someone with a systematic approach, accuracy, attention to detail, able to work within GPEW structures and systems, and the ability to understand and follow technical, administrative and governance procedures. The role will require responsiveness to the operational needs of the local party.

## **Role**

**Election Agent** (often combined with Nominating Officer)

## **Description**

To act as the local party's Election Agent for local and parliamentary candidates, to ensure our election campaigns are conducted within the law, to authorise election expenditure and submit election expense returns, and also to liaise with local council elections departments regarding the operational planning of elections.

The Elections Agent/Nominating Officer works closely with the Elections Coordinator.

In principal authority local government, and general election campaigns, the law requires that each candidate appoints an Election Agent whose job it is to ensure that their campaign is conducted within the requirements of the law, including submission of an election expenses return afterwards, detailing their spending and donations. At a Parish / Town / Community Council election the candidate has to act as their own Agent. That leaves all the year-round preparatory work required to win at an election. A local party will need to appoint someone to manage that. They may be called the 'Election Agent', or 'Election Coordinator'. Or you may split the task into the legalistic and organisational aspects and have one of each. It is usually the case that the person appointed as the year round Agent is also appointed by that local party's candidates to be their agent at an election.

Person authorised to receive copies of the electoral register on a year-round basis. In order to get the electoral register outside of election times, including monthly updates, which is essential for campaign planning, voter engagement and being able to start filling in nomination forms early if you have a lot to do, a named individual requires a letter of authority from the national Election Agent (national Nominating Officer).

Because there are legal dimensions to these three roles, and because Agents have certain rights as well as responsibilities, including in the sphere of submitting and being able to facilitate the correction of minor errors in nomination papers, it makes sense for the Agent and Nominating Officer to be the same person, and for the Agent (or whoever is organising the year-round election-focussed work) to be the person who has the register authority. This also makes national administration a bit simpler, as GPEW can just send one person all the necessary deadline and legal reminders throughout the year and duration of any election campaign.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

The roles of Election Agent and Nominating Officer require an organised and thorough person dedicated to the progress of the party and prepared to devote some time towards supporting the ambitions of other people. These are selfless roles and require requiring tenacity, attention to detail, and knowledge of relevant legislation.

## **Role**

### **Elections Coordinator**

## **Description**

To coordinate an Elections Working Group which plans and coordinates the local party's election strategy and activities, to:

- implement GPEW's *Target to Win* guidance, principles, and procedures,
- help identify target wards
- promote relevant local activity between election periods
- coordinate local ward and Parliamentary candidate recruitment
- help facilitate relevant training for candidates and volunteers/activists
- manage the actual campaign process during election periods.

The role will involve working closely with other officers, especially the Nomination Officers and Election Agents, as well as Membership Secretary, Ground Events Officer, Campaigns, Fundraising, and Media & Comms officers.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

The role requires an organised and thorough person dedicated to the progress of the party and aiming for our electoral success within the *Target to Win* strategy. Ideally, they will have previous elections and campaigning experience and achievements, and have developed Regional/National links and contacts. The post-holder will be prepared to devote some considerable time towards supporting the identification and development of target wards. They will be proactive on the electoral preparation, and requires requiring a systematic and procedural approach, good people-skills, tenacity, attention to detail, and a strong knowledge of relevant legislation.

## **Role**

### **Fundraising Events Officer**

## **Description**

To take a lead within Finance & Fundraising Working Group on the organisation of fundraising events for BCPGP. To gain enough money to run effectively, the local party needs to raise funds additional to the membership capitations received from GPEW. As well as an ongoing need, there is also pop-up fundraising activity for specific need, eg to fund candidates and their campaign costs.

Depending on the scale and type of fundraising event, this may involve booking facilities (in liaison with the Venues Officer), consideration of relevant protocols and stipulations (Health & Safety, risk management, licensing requirements etc), consideration of inclusion, cash-handling, volunteer engagement (organising rotas, stewarding etc) and working alongside other agencies.

The officer needs to work closely with the Treasurer regarding event costs, with Media & Comms Working Group to ensure fundraising events are suitably promoted, and with the Fundraising Officer regarding alignment with other fundraising activity.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

The Fundraising Events Officer needs to be well organised and good at planning, implementing and overseeing activity, with good budgetary and money-handling skills. They should be keen to motivate others, good networkers, able to work closely with the Treasurer, Fundraising Officer and election campaign teams, and to have a reasonable knowledge of the issues and activities associated with different sorts of fundraising events. In addition, fundraising events need to be creative and innovative (concerts, jumble sales, auctions, raffles etc).

## **Role**

### **Fundraising Officer**

## **Description**

To lead on fundraising within Finance & Fundraising Working Group, alongside the Fundraising Events Officer, to discuss and help agree ideas for fundraising, and to organise or oversee arrangements.

To gain enough money to run effectively, the local party needs to raise funds additional to the membership capitations received from the National party. As well as an ongoing need, there is also pop-up fundraising activity for specific need, e.g. to fund candidates and their campaign costs. It is useful to have one person who ensures this takes place. Both new and existing ideas for raise funds should be considered, and use should be made of platforms such as crowdfunding. As parties grow, many local parties have set up standing orders arrangements with local members asking for a rolling monthly contribution. This has helped divert resources from fundraising and enabled more time for campaigning.

To take a lead in exploring and linking into local businesses, follow GPEW ethical guidance, and also to liaise with Regional and National regarding overall fundraising strategy, policy and timed activity.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

The Fundraising Officer needs to be well-organised, able to motivate people, be able to work closely with the Treasurer, Fundraising Events Officer, and Campaigns Officer. They need to be persuasive in order to present a convincing argument to potential donors for why money should be given to the local party, and many candidates build their funding case around the issue-based campaigns they are delivering. The Fundraising Officer needs to good with planning, implementing, and overseeing activity, and have good budgetary and money-handling skills, and liaise with the Treasurer. In addition, fundraising activity needs to be creative and innovative.

## **Role**

### **Ground Events Officer**

## **Description**

To support, promote and coordinate BCPGP presences in places other than Green Party meeting/event spaces. Ground events include:

- leafleting and/or door-knocking sessions
- street stalls
- street petitioning
- stalls at third-party community and/or student events
- Green Party meetups at third-party campaign actions/demos.

Depending on the nature of the event, the role may include booking a stall with an event host, and arranging with the Treasurer to make payment; arranging a meetup and/or after-drinks space, or ensuring that the right display materials and/or literature are brought to the event. It also includes providing correct information about the event to Media & Comms Working Group, and where possible assisting with event promotion.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

The Ground Events Officer need to be organised, keen to motivate others, and have a reasonable knowledge of the issues and activities associated with different sorts of local Green Party ground events.

## **Role**

### **Internal Communications Officer**

## **Description**

To lead a circle which works with Media & Comms Working Group, Membership Working Group and other groups across BCPGP to optimally provide regular internal communications to party members, and occasionally also to registered supporters.

The Internal Communications Officer will need to make use of Action Network mailing functions for this purpose. They will probably set up a single email address for local party communications, shared between communications and coordinator posts, so that replies to internal emails and newsletters are all sent to the right group of people. They will work with Media & Comms Working Group on collating content for members' mailings, for example details of party meetings and activities, and other news and updates. They play an important role in ensuring that party members are not 'overloaded' with emails, can coordinate communications traffic, and can monitor 'unsubscribes' from email lists.

They will also aim to integrate the content of Action Network mailings into BCPGP website and social media content, and vice versa, whenever possible.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

The Internal Communications Officer role requires a well-organised person with attention to detail and time-management skills, and some affinity with databases or contact management systems. They will be able to liaise whenever appropriate with Speakers Group and/or the Media & Comms Newsroom to uphold the need to exercise good judgement with regards to communications released by the party.

## **Role**

### **Media & Communications Secretary**

## **Description**

To lead the Secretariat circle within BCPGP Media & Comms Working Group, which:

- monitors digital media of other relevant campaigning and community organisations, and assists other Media & Comms circles with social media shares;
- provides management reports to Speakers Group and/or Newsroom meetings on what is going on in relevant local digital/social media;
- maintains BCPGP's events calendar(s), including appropriate third-party events (and handling of requests for inclusion);
- provides uploading and updating support with BCPGP's website [while technical and creative elements are led by the Multimedia Production Officer/circle];
- transcribes video clips filmed (or reused) by Media & Comms Working Group or other BCPGP groups, and where possible contributes to the process of then adding subtitles to video clips themselves;
- provides secretarial and administrative support – proactively where possible – to Media & Comms Working Group and its meetings, rotas and work-tracking;
- supports the Internal Communications Officer with compilation of BCPGP's member and supporter newsletter from the content of Media & Comms Working Group, and supports hard-copy distribution as appropriate.

## **Skills and capabilities**

This role will suit a well organised individual with reasonable digital media skills, and an interest in helping BCPGP handle a wide range of digital media material.

The postholder should be able to work supportively and efficiently on flows of information, with other circles in Media & Comms Working Group plus Speakers Group and active local groups.

## **Role**

### **Media & Communications Strategy & Development Officer**

## **Description**

To lead a circle within BCPGP Media & Comms Working Group focused on continuous improvement to quality, efficiency, integration, accessibility, diversity, capacity and sustainability of BCPGP media and communications output, and to the group's strategic vision, including through:

- recruitment and retention of members and volunteers with good media/comms skills and experience;
- development and maintenance of, and support for, a fit-for-purpose 'distributed organising' framework for Media & Comms Working Group, which supports flexible and sustainable skilled volunteering in this unstaffed organisation;
- development of instructional materials, aiming to improve the quality and/or accessibility and diversity of media and communications practice by BCPGP members and (where appropriate) supporters;
- systematic review of elements of BCPGP's digital media practice, leading to recommendations for improvement and/or diversification to Media & Comms Working Group;
- where capacity and internal buy-in exists, to lead on links with media/comms-related departments and/or student groups at Bournemouth's universities.
- overseeing the formulation of the Media & Communications section of the BCPGP strategic plan, and helping to ensure that Media & Comms Working Group activity is conducted in line with the mandate of the plan in an effective and timely manner.

## **Skills and capabilities**

This role is best suited to someone with a professional and/or high-level activist/community background in strategy, development and/or management of media and/or communications or a related field.

It requires someone who will be able to understand and work positively and collaboratively with the challenges of producing a sufficient and sustainable flow of media and communications activity in a small unstaffed organisation, consistent with the local party's overall ambitions for influence and growth.

## **Role**

**Membership Secretary** (often combined with Internal Communications Officer)

## **Description**

To welcome new and potential members and supporters, to maintain regular contact with all members to ensure all records are up to date and to maintain interest, and to maintain two email lists from an official Green email address, one for members and one for other interested supporters.

The local party will need to have someone to keep the membership records, and let Party Office know who they should send membership information to in the local party. (If the local party does not have a Membership Officer, then National party office will send membership information to the Coordinator.) However, there is no real need for Membership Officers to maintain independent records of membership as they are able to access records on the CiviCRM system at the members' website. The Membership Officer has a role in welcoming new members, and chasing up lapsing members in the grace period (suggested this be a certain number each month, and possibly shortly before their membership renewal date). It is important to engage with members and identify skills and interest areas that will be of use to the local party and also maintain volunteering interest. The local party may wish to create the separate posts of Meet & Greet Officer and Volunteer Coordinator. These latter posts can make use of CiviCRM Mailing to communicate with just new members or volunteers coordinating their action across ward/constituency teams.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

Much like the Treasurer and the Secretary, the Membership Secretary needs to be organised with good attention to detail. All role requires good interpersonal skills as they will be the first contact for many new members, and requires the ability to involve and motivate new and existing volunteers.

## **Role**

### **Multimedia Production Officer**

## **Description**

To lead a circle within BCPGP Media & Comms Working Group focused on multimedia production activity across BCPGP's communications channels, including its website, print newsletters and flyers, Facebook, Twitter, YouTube and Instagram. In some cases this will involve publishing or republishing materials on behalf of other activists, and in others providing technical and/or creative support to a publishing project owned elsewhere.

The officer role involves distributing work to other volunteers within the circle, on the 'snowflake model', consistent with volunteers' skills, availability and reliability. The officer needs to work closely with those groups/circles responsible for information publication, including Newsroom, the Media & Comms Secretariat, and local groups, and should attempt to anticipate their production needs in advance.

## **Skills and capabilities**

This role suits someone with a good knowledge of elements of multimedia production, including design, sub-editing, website content management, social media technique, and social videography.

They should be able to coordinate a modest team of volunteers with similar skillsets, and to work well with information-publishing groups to ensure deadlines are understood and delivered to, with all materials appropriately signed off first.

## **Role**

**Nominating Officer** (often combined with Election Agent)

## **Description**

To certify Green Party candidates and submit or supervise the submission of nomination papers.

The Nominating Officer / Election Agent works closely with the Elections Coordinator.

The Nominating Officer holds an authority from the National Agent that empowers them to sign a certificate enabling a local government candidate to use the description 'Green Party' on the ballot paper, or an alternative registered variant of their choice. It essentially licenses use of the party name and ensures that only approved people can describe themselves as Green Party candidates. A certified candidate can then request in writing that the party emblem appears next to their name on the ballot paper.

An authority is normally issued with a four year validity period to reduce administration work and so that a Local Party has the requisite paperwork in the event of short notice elections such as by-elections. Authorities to certify candidates for other levels of government (London Assembly, National Assembly for Wales, General and European) are issued separately, and usually only when such an election is pending. For regional list elections, they are issued to relevant regional party appointees.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

The roles of Nominating Officer and Election Agent require an organised and thorough person dedicated to the progress of the party and prepared to devote some time towards supporting the ambitions of other people. These are selfless roles and require requiring tenacity, attention to detail, and knowledge of relevant legislation.

## **Role**

### **Policy Officer**

## **Description**

To lead in the preparation of our local manifesto, to co-ordinate responses to consultation, organise local grassroots research and feedback, and link in with GPEW to ensure we follow national policy matters.

The process of policy development is one of the most important means through which the party can build real connections with the local electorate and partner organisations, and demonstrate that it listens and acts on their priorities. Once a local party grows, it will want to develop a strategy and set of policy priorities for local election campaigns under the National party's *Target to Win* guidance. While all the members need to be involved in this, assigning policy leads for specific areas is useful as they can then bring together teams of researchers from across the membership to produce policy documents. Policy leads in particular areas can also act as a link with the National party's policy committee, and can ensure that all local policy, whether it be a specific single issue area or broad inclusivity, is consistent with the National party's.

Developing policy that gains traction with the local electorate is best achieved through engagement of people and communities with the policy development process. Much information regarding the position of the electorate can be gathered through door to door communication with residents, attending meetings with community and voluntary groups, and conducting local surveys. Concerns and priorities identified by residents should then steer the direction of policy development.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

Policy leads and researchers need to have excellent listening skills, they need to integrate information and evidence from a range of different sources, and formulate practical solutions, while understanding and following National party policies and guidance.

## **Role**

### **Press Officer**

## **Description**

To lead a circle within BCPGP Media & Comms Working Group which raises awareness of the Green Party in local media including, once appropriate approval has been obtained, providing statements from BCPGP on issues across our policy spectrum, to liaise with appropriate co-ordinator for inclusion on the website, to build up contacts with local press, and to be the media contact for comment on any issues of concern. Other members should pass on enquiries from the media to this officer.

Local parties will need somebody who has responsibility for communicating with the Press and other media, so that local media have one consistent point of contact.

To carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

This role is best suited to someone with direct experience of producing press / media releases or working within a communications role. It requires a person with good written and spoken communication skills who is able to think and communicate often under pressure, and work closely with the rest of the committee.

## **Role**

**Secretary** (often combined with Membership Secretary and/or Internal Communications Officer)

## **Description**

To ensure that agendas, minutes and other documents as required by the party officers are sent out on time to members.

The local party will need a conscientious person to take and write up accurate minutes of meetings and make them available for members. They are responsible for drawing up the draft agenda and liaising with the Chair/Coordinator. They also ensure that members are given due notice of meetings, and they communicate and work closely with the other officers.

The Secretary is often also the Local Party Contact, and may be the Public Enquiry Recipient, both key external-facing roles.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

Like Treasurer, this is an important role to fill due to the level of work involved in taking and making minutes of meetings. It requires a well-organised person with good writing and interpretation skills, to assist the Chair/Coordinator in the smooth running of meetings, able to identify key issues, then make accurate and clear written records. They need to be someone who attends meetings regularly, is reliable in getting messages out on time, and is able to be concise and clear in putting down the actions that are required.

## **Role**

### **Social Officer**

## **Description**

To support and coordinate a programme of BCPGP social events for members and (where appropriate) supporters, including 'new member' events, working with BCPGP Membership Working Group and local groups within BCPGP.

The role involves working with the Venues Officer (and sometimes also the Treasurer) on identification and booking of suitable social venues, taking accessibility into full account, and working with Media & Comms Working Group on promotion of events.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

The Social Officer need to have sufficient organisation skills for the smooth booking and promotion of social events, a sociable and welcoming demeanour helping to host social events, and a reasonable knowledge of the issues associated with successful hosting of different types of social events.

## **Role**

### **Speaker Events Officer**

## **Description**

To support and promote the local party's programme of events featuring speakers, usually followed by Q&A, by working with topic groups to:

- identify suitable and in-demand topics
- ensure suitable promotional copy is written, and liaise with Media & Comms Working Group on its distribution
- establish a suitable host, venue and format for events;
- where applicable, coordinate any displays and/or written materials to be used at the event.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

The Speaker Events Officer need to be reasonably organised, to have a reasonable aptitude for collaborating with other activists on understandings of the kinds of topics, speakers, venues and invitations which are likely to go well, and to have reasonable skills for ensuring positive and engaging promotion of speaker events to members and (where appropriate) supporters.

## **Role**

### **Training Officer**

## **Description**

To lead on design and delivery of a programme of accessible training events, materials and signposting for BCPGP members (and, where appropriate, other supporters) which will upskill and motivate them to participate effectively in BCPGP activity, including Target To Win, local groups and topic groups.

This will involve working closely with other officers including the Elections Coordinator, Community Organiser, Ward-Based Green Groups Officer, Internal Comms Officer, and Campaigns Officer, and the BCPGP groups they work through.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

The Training Officer needs:

- to be keen to motivate others to grow BCPGP
- to be able to develop and effectively apply significant knowledge of GPEW's training materials and associated resources;
- to be able to develop a strong understanding of the particular needs for skills and knowledge of active and potentially active BCPGP members, and the contexts in which they operate;
- to be able to consult other activists, and achieve buy-in from them, for the objectives and styles of BCPGP's training programme.

## **Role**

### **Treasurer**

## **Description**

The Treasurer manages the local party bank account\* and finances (usually with at least one other, ideally two, signatories) and this involves administering all party spending and overseeing any deposits made into the bank account.

The Treasurer maintains an up-to-date record of income and expenditure, and presents a short financial report at party meetings and produces an annual set of accounts to be presented at the AGM.

The Treasurer collects or arranges the collection of all money due to the party, arranges payment of any bills incurred by the party, receives all donations, and informs GPEW's registered Treasurer, via Party Office, of all donations and loans of more than £500. The Treasurer has authority to spend up to an amount agreed in the Constitution without prior consultation at the monthly meeting.

Other duties of the Treasurer include budget planning, overseeing election spending, provision of financial guidance to other officers, liaising with the Fundraising Officer, monitoring any fundraising activity, facilitating donations to the party creating mechanisms through which this can happen such as PayPal, standing orders, and crowdfunding.

The Treasurer also has an important role in monitoring and reporting on all election expenditure, keeping financial records for all expenditure over £20 during an election period, and completing election expenditure returns to be sent to national office. They will also usually work closely with the Election Agent and candidates to ensure that election spending and donation rules are followed, for example, undertaking permissibility checks on all donations over £500 to campaign funds, and over £50 donations to all individual candidate campaigns. There is a basic guide to the financial set up of a party here and more detailed guidance on campaign finance here.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

The position of Treasurer is very important and a competent treasurer can have a transformative effect on the achievements of the local party. This role requires an organised person who pays attention to detail and who thinks creatively about resource-related issues. Basic mathematical and spreadsheet management skills are essential. Some accounting and/or financial planning background can be useful, but is not necessary.

*\* Preferably in an organisation with a policy of ethical investment acceptable to the membership (such as Triodos, Cooperative Bank, Ecology Building Society).*

## **Role**

### **Venues Officer**

## **Description**

To maintain, update and expand, through appropriate research, liaison and cataloguing, a readily accessible database of venues across Bournemouth, Christchurch and Poole which are potentially suitable for use/hire by BCPGP for the different types of event it may wish to host – including group meetings, speaker events, fundraising events, social events, film nights and so on.

This is for the use of other officers and group organisers working on events for BCPGP, aiming to avoid duplication and promote good standards in venue research and cataloguing activity. The work may sometimes benefit from reconnaissance visits to potential new venues. The events database should include all key accessibility information.

Ideally also, to work co-operatively where helpful with other officers/groups in the booking of facilities, and consideration of any relevant protocols and stipulations (Health & Safety, risk management, licencing requirements etc).

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

The Venues Officer should have a reasonable understanding of the factors which make venues suitable or less suitable for different types of community events. They should have the organisational and research skills to produce a readily visible and trusted events database, and reasonable skills in liaising with other BCPGP organisers to keep the database up-to-date and fit-for-purpose.

## **Role**

### **Volunteer Coordinator**

## **Description**

To promote volunteering within BCPGP by members and (where appropriate) non-member supporters, and to provide direct routes into volunteering opportunities.

This involves collation and promotion of information about volunteering opportunities available across BCPGP, responding to volunteering enquiries, greeting and signposting individual volunteers, and coordinating their deployment as required, including through ongoing dialogue with BCPGP officers and groups seeking volunteers.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

This role suits a teamworker with strong interpersonal skills, who is keen to motivate others to contribute to BCPGP's growth ambitions. The postholder should have a reasonable understanding of the issues and challenges to be considered on both sides in volunteer deployment. They should also be able to work with other BCPGP officers and groups to gain an overview of when and how BCPGP is able to successfully deploy volunteers.

## **Role**

### **Ward-Based Green Groups Officer**

## **Description**

To promote, facilitate and support the development of ward-based (or, by combining of wards by mutual consent, neighbourhood-based) Green Groups which act as hyperlocal Green communities, organise accessible and enjoyable neighbourhood actions and events, and engage BCPGP members and supporters.

Green Groups should provide a wider Green community around any Target To Win activity in that ward supported by the Community Organiser (Target To Win), with whom the Ward-Based Green Groups Officer should routinely work closely.

To contribute to the formulation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by BCPGP within the strategic plan.

## **Skills and capabilities**

This role will suit someone with an affinity for neighbourhood Green community and DIY action, who is keen to motivate others to grow more of it around Bournemouth, Christchurch and Poole, able to understand the context of this activity within BCPGP and local ecological activism, and develop and apply an understanding of the elements which practically and realistically support this.

## **Role**

**Disputes Resolution Panel member** (up to 6 places)

## **Description**

The Disputes Resolution Panel aims to resolve disputes arising in any matter relating to the membership and activities of BCPGP.

BCPGP seeks to resolve any disputes between members through discussion and conciliation.

However BCPGP has the right and responsibility to take disciplinary action (including suspension or expulsion from the party, from any of its groups and/or workstreams, or temporary or permanent removal of eligibility to be nominated for all or certain positions) against any local member who has acted against the aims and agreed policies of the group or brought it into disrepute, or breached the GPEW Code of Conduct.

BCPGP Disputes Resolution Panel is tasked with providing an initial decision, and action if deemed necessary, on any dispute referred for resolution. The panel's members elect one of their number as panel chair, and then when a dispute is referred to Disputes Resolution Panel, the panel chair shall convene three suitable panel members, with attention to balance, to consider and rule upon the dispute.

*(There is scope for GPEW Dispute Resolution Committee to be involved subsequently, and decisions may be referred for final resolution at a properly constituted, in-quorum BCPGP General Meeting where advance notice of the matter has been given.)*

Members of Disputes Resolution Panel cannot be BCPGP officers, nor members of BCPGP HR & Due Diligence Panel.